



# GEORGIA DEPARTMENT OF AGRICULTURE

## JOB ANNOUNCEMENT

*Gary W. Black, Commissioner*

- Leave Benefits
- Insurance
- Paid Holidays
- Retirement

<b>JOB TITLE:</b>	Purchasing Assistant 2 – FETO41
<b>POSITION NUMBER:</b>	00052445
<b>LOCATION:</b>	ANIMAL INDUSTRY DIVISION – LIVESTOCK/POULTRY ADMIN
<b>POSTING DATE:</b>	OCTOBER 17 , 2016
<b>APPLICATION DEADLINE:</b>	OCTOBER 19, 2016
<b>WHO MAY APPLY:</b>	ALL QUALIFIED CANDIDATES
<b>PAY GRADE:</b>	F
<b>ENTRY SALARY:</b>	Commensurate with education and experience

We at the Georgia Department of Agriculture (GDA) take our responsibilities to you very seriously and are committed to protecting and promoting Georgia's agriculture through superior service and leadership. The mission of the GDA is to protect consumers, promote agriculture, both locally and globally, and assist our customers using education, technology and a professional workforce. The vision of the GDA is to continue to be a globally recognized leader in agricultural excellence through a commitment to safety, quality, growth and innovation.

**DESCRIPTION OF DUTIES:** This position is assigned to the Livestock & Poultry Section of the GDA. The Purchasing Assistant is in charge of receiving, storing, maintaining and issuing property and supplies to employees in Animal Industry and others. Duties include but are not limited to the following:

- Check purchase orders for accuracy, completeness, and clarity;
- Conduct physical inventories;
- Coordinate the purchase of equipment, services and supplies from established vendors;
- Engage in receiving, storing, and shipping all types of materials and supplies;
- Maintain inventory control and maintains inventory control records;
- Process field purchase orders;
- Review and audit warehouse records and reports;
- Review requisitions to verify if merchandise is contracted;
- Screen, receive, store, inventory and distribute surplus property;
- Act as a liaison between GDA and USDA Logistics;
- Provide emergency support to all field staff during an animal disease event;
- Complete/maintain procurement certifications required for regular procurement activities;
- Routine data entry into various State/USDA databases;
- Assist other programs as needed;
- May supervise others; and
- Other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

Associate's degree from an accredited college or university; or two years of experience in materials management; or one year of experience at the lower level Purchasing Asst 1 (FETO40) or position equivalent.

**PREFERRED QUALIFICATIONS:** Preference will be given to applicants, who, in addition to meeting the Minimum Qualifications, possess knowledge, skills and abilities in the following areas:

- Knowledge of animal industry and practices;
- Experience working in animal industry;
- At least three or more years of experience receiving, storing, maintaining and issuing property and supplies;
- Ability to accurately reconcile records with physical counts;
- Ability to check numbers on equipment to assure that it is in assigned organization unit;
- Ability to evaluate condition of property and make recommendations for repair, replacement or disposition;
- Knowledge of the audit process;
- Knowledge of purchase order process;
- Proficiency with Microsoft Office applications, including Word, Excel, PowerPoint and Outlook.

**NOTE: THE GEORGIA DEPARTMENT OF AGRICULTURE CONDUCTS BACKGROUND CHECKS ON ALL FINAL CANDIDATES.**

**HOW TO APPLY: WE ACCEPT STATE APPLICATIONS BY ANY TRANSMISSION LISTED BELOW. RESUMES MAY BE SUBMITTED IN ADDITION TO THE STATE APPLICATION.**

- Mail a completed State of Georgia application to Georgia Department of Agriculture, Personnel Office, Room 300, Agriculture Building, 19 Martin Luther King, Jr. Drive, S.W., Atlanta, Georgia 30334; or
- Fax a completed State of Georgia application to (404) 463-8196; or
- Via Team Georgia Careers <http://team.georgia.gov/careers/>; or
- E-mail a completed State of Georgia application to [GDAPersonnel@agr.georgia.gov](mailto:GDAPersonnel@agr.georgia.gov).

Please reference the job title and position number when submitting paper applications. Applications received without a job title or position number will be considered unsolicited and will not be reviewed. For a copy of the State Application, please visit [http://team.georgia.gov/wp-content/uploads/2014/11/State\\_Application-Standard-3.3.15.pdf](http://team.georgia.gov/wp-content/uploads/2014/11/State_Application-Standard-3.3.15.pdf) or contact the Georgia Department of Administrative Services, Human Resource Administration at (404) 656-2705.

**The GDA is an Equal Opportunity Employer.**

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, age, disability, protected veteran status, or any other characteristic protected by law. All qualified applicants will be considered, but may not necessarily receive an interview. Due to the large volume of submissions received by this office, information concerning application and/or interview status cannot be provided. Selected applicants will be contacted for next steps in the interview process. Applicants who are not selected will not receive notification. This position is subject to close at any time once a satisfactory applicant pool has been identified.

**IF YOU NEED AN ACCOMMODATION FOR AN INTERVIEW, PLEASE CONTACT THE PERSONNEL OFFICE AT (404) 656-3615.**